ANNOUNCEMENT NUMBER: 2010-169

OPEN TO: All Interested / All Sources

POSITION: Electronic System Technician: Webmaster,

LES-7; FP-7

OPENING DATE: December 23, 2010

CLOSING DATE: January 11, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: P 382,034/annum (Starting salary)

LES-7: FP-7

The U.S. Embassy in Manila is seeking an individual for the position of Electronic System Technician/Webmaster in the Global Publishing Solutions (GPS) office.

BASIC FUNCTION OF POSITION

Responsible for input, organization, manipulation, pagination, processing, output, and archiving of electronic publication data files. Administers customer support website, inputs digital data files into the Electronic Prepress LAN, manipulates files with specific application software programs, conducts output of digital files and archiving of production data files. Evaluates data files to ensure quality standards. Maintains the GPS East Asia Pacific Customer Support Website. Uploads customer support website data including news and information, updates site documents, posts online proofs of customer work-in-progress, administers usernames and passwords, coordinates client notifications, files transmission and reception, archives web content, manages FTP, Mass Transit and other file transfers. Manages customer accounts and logons, and online ordering of publications. Conducts performance monitoring tests and installs new software. Works closely with Computer Systems Management Assistant but primarily reports to the Electronic Prepress Supervisor. Handles server updates and content management in conjunction with the designer in charge of maintaining the website's appearance. Receives customer supplied data files in various page layout programs. Inspects, and reviews supplied job components with printing requirements as specified by the Production Coordinator. Monitors and maintains print servers.

Operates the output control software for the coordination of film output of final page layouts. Maintains a working knowledge of all applicable software packages used in day-to-day production through the use of manuals, tutorials, educational programs and professional associations. Assists in maintaining and cleaning film processors, mixing chemistry, printers, and other output devices. Records materials and time spent in production of specific jobs. Carries out other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. (Contact extension number 5169 of HR Office); or email mnlper@state.gov

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Completion of a bachelor's degree in Computer Science, Computer Engineering, Information Technology, Web Development, Electronics, or Communications Engineering is required.
- 2. Three years experience in web maintenance is required.
- 3. Level 4 (Fluent) Speaking/Reading English and Tagalog language are required.
- 4. Good knowledge in web development and design techniques such as: PHP (LAMP), FRAMEWORKS, MySQL, ASP.NET, Object Oriented Programming, front-end development technologies (HTML, XML, AJAX, JavaScript), application performance monitoring, security scanning and load testing tools are required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.

- 3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- 4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- 6. The candidate must be able to obtain and hold appropriate security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

- 1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- 2. A combination of both; i.e. Sections 1 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
- 3. A current resume or curriculum vitae that provides the <u>same</u> <u>information</u> found on the UAE (see Appendix B below for more information); plus
- 4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office Chancery Annex Building, Room 300 American Embassy Manila

Telephone: (632)301-2000 ext. 2356

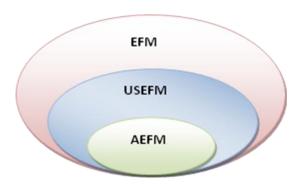
Fax: (632)301-2399, Attention: HR Office

CLOSING DATE FOR THIS POSITION: January 11, 2011

The US Mission in Manila provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

- 1. Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in <u>3 FAM</u> 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
- 2. <u>U.S. Citizen Eligible Family Member (USEFM):</u> For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

- 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
- 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
- 3. <u>Appointment Eligible Family Member (AEFM):</u> EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in $\underline{3}$ FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF126, Foreign Service Residence and Dependency Report,
 of a sponsoring employee, i.e., a direct-hire Foreign
 Service, Civil Service, or uniformed service member
 who is permanently assigned to or stationed abroad at
 a U.S. mission, or at an office of the American
 Institute in Taiwan (AIT), and who is under chief of
 mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
- 4. <u>Member of Household (MOH):</u> An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S.

Government vehicle, Driver's License Class / Type

- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

Approved: HR: Ms. Carolyn Jacobs Cleared: GPS - Mr. Emanuel Zweigel Cleared: FMC - Mr. Jeffrey Scearce Drafted: HR: JSA/baf